



The Commonwealth of Massachusetts

Executive Office for Administration and Finance



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GOVERNMENT DOCUMENTS
COLLECTION

MAY 11 1995

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SMALL GRANTS (SG) PROGRAM

**Request for Proposals (RFP)
#94-6(B) (1)**

**Funded under the Authority of the
Developmental Disabilities Assistance and
Bill of Rights Act of 1994
Public Law 103-230**

**THE DEADLINE FOR SUBMITTING PROPOSALS IS THURSDAY, 12/22/94
BY 3 PM. THERE WILL BE NO EXCEPTIONS.**

**If you have any questions, technical assistance is available via
telephone Monday through Friday, 10 am - 3 pm.**

Contact: Daniel Shannon, AADD Director

November 9, 1994

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APPLICATION REQUIREMENTS AND CHANGES YOU SHOULD NOTE

1. APPLICATION RESTRICTIONS

Eligible organizations may apply for funds under either the Small Grants (SG) or Small Support Grants (SSG) Program, but may not apply under both. In addition, only one application per organization will be accepted for either Grants Program. In the event multiple applications are received from one organization, only the first application received will be accepted.

2. PROJECT TERM

Projects can begin on the first day of March, April, May or June 1995, however project terms cannot exceed six months.

3. PRIORITY AREAS (Pages 6-7)

Applicants must apply for funding under one of four Priority Areas. In past years, Priority Areas under the Small Grants Program were established by the MDDC independent of the objectives in the MDDC State Plan. For 1994, the Priority Areas match Objectives #1 - #4 from the MDDC 1994 State Plan, and all applications must be consistent with these objectives (see Appendix C).

4. BONUS POINTS (Pages 8-9)

In 1994, applications from community-based, private, nonprofit organizations with annual operating budgets under \$1 million (one million dollars) will be awarded an additional 10% of their total score as bonus points. To receive the bonus points, eligible applicants must submit a copy of the balance sheet from their most recent audit.

5. AUDIT REQUIREMENTS (Page 16)

Applicants are required to submit information concerning the financial stability of the organization, including the most recent financial audit (or IRS Form 990 if no audit has been completed for the applicant organization). For 1994, if the applicant has submitted UFRs to the Commonwealth for at least two years, the audit requirement is waived.

6. ASSURANCE FORMS (Page 16)

For 1994, applicants are required to submit Assurance Forms #8 - #10 only. Organizations receiving awards will be required to submit additional Assurance Forms (#4 - #7, #11 - #13) as a condition of grant award. These forms are not required with the initial application.

I. THE SMALL GRANTS PROGRAM

A. STATE PLAN OBJECTIVE

Three Year Objective: "Improve the quality of life of people with developmental disabilities and their families, by encouraging creative "grassroots" initiatives funded by small flexible DD grants...."

Objective #94-6(B)(1) "...award small grants of \$5,000 and \$10,000 to private, non-profit organizations to fund activities which promote the independence, productivity and community integration of persons with developmental disabilities and/or provide support to their families." (See Appendix C, 1994 MDDC State Plan Excerpts)

B. PROJECT SUMMARY

\$50,000 in Federal Developmental Disabilities (DD) funds are available to fund activities associated with objective #94-6(B)(1). Applicants must apply for either \$5,000 or \$10,000 in Federal DD funds, under one of the priority areas indicated in Section I, I. It is the intent of the AADD to fund at least one project in each priority area, however the AADD reserves the right to fund any number of projects in any priority area if it is the best interest of the Council to do so. Specific projects can include, but are not limited to, sponsoring a conference, conducting workshops, advocacy activities, printing and/or disseminating materials, etc. A list of Small Grants Program Awards from previous years appears in Appendix E.

C. ELIGIBILITY

Organizations/agencies eligible to apply for these funds must be:

- o Private, nonprofit organizations or educational institutions;
- o Local Educational Agencies (LEAs) or Collaboratives; or
- o Public agencies (State**, county, local, city)

All applicants must be based in Massachusetts, and must be established for a minimum of one (1) year, as documented by financial audit, Uniform Financial Statement, or IRS Form #990.

**State agencies cannot be reimbursed directly because the Inter-Departmental Service Agreement (ISA) process (required when two (2) public agencies are involved with funding) is too lengthy for this RFP. However, state agencies can arrange to be reimbursed by an eligible third party.

DD Funds are not available to individuals, for-profit organizations, or groups that do not have official nonprofit, tax exempt status.

Current DD grantees whose projects end on or after January 1, 1995 are not eligible to apply for a grant under this program.

If applications are developed jointly by more than one organization, the applicants must identify only one organization as the lead organization and official applicant. The other participating organizations can be included as co-participants, subgrantees, and/or subcontractors.

D. BACKGROUND INFORMATION

A. DD Program

Under Public Law 103-230 (The "DD Act"), states receive Federal funds to assist in the development of a comprehensive system and a coordinated array of services and other assistance for people with developmental disabilities and their families. To receive DD funds, each State must establish a planning council; Massachusetts' Planning Council is Developmental Disabilities Council (MDDC).

Funds received under Part B of the Act (Basic State Support) are used to complement and augment, rather than duplicate or supplant, existing services. DD funds must be used to benefit people with developmental disabilities and their families. Some specific disabilities which are considered to be developmental disabilities are: mental retardation; cerebral palsy; epilepsy; autism; spina bifida; and muscular dystrophy. However, any disability that substantially limits one's ability to perform major life functions (e.g., ability to work, feed oneself, dress oneself, etc.) and occurs before the age of 22 is a developmental disability, regardless of the way it occurred. Examples of developmental disabilities which may occur during or after a person's formative years, but before the age of 22, include impairments due to alcohol and substance abuse, disabilities resulting from accidents or violence (e.g., spinal chord or head injuries), or AIDS.

The term "developmental disabilities" does not refer to diagnostic categories or disability levels, but specifies that at least three out the seven defined major life functions be substantially limited. Therefore, the Federal definition of developmental disabilities does not refer to people with, for example, mild mental retardation or cerebral palsy, unless there are several substantial functional limitations from those disabilities (Appendix A contains the Federal definition of developmental disabilities).

DD funds are used primarily to impact the service delivery system on a statewide basis. The Massachusetts DD Program's limited funds cannot be used to fund ongoing services or programs. DD funds are used to leverage other funds, develop new prototypes/models for programs/services, and to advocate for the improvement of the service delivery system. The DD Program expends much effort to disseminate information, and to provide technical assistance to those organizations wishing to replicate DD funded pilot projects.

E. STATEMENT OF NEED

Historically, competitive grants awarded by the DD Program in Massachusetts ranged from \$10,000-\$120,000, with the average project being funded at \$50,000. By the late 1980's, the trend had been to fund fewer, multi-year projects, with larger budgets, to maximize the systemic impact of the limited DD funds and to leverage other available resources. In developing the 1992 - 1994 three year State Plan, the MDDC recognized that private, nonprofit organizations providing services to people with disabilities continued to incur budget reductions and were struggling to maintain their organizations as viable entities capable of delivering quality services. As a result, many worthwhile projects that agencies would have previously implemented based on the merits alone, were set aside due to the need to prioritize direct services under tight fiscal constraints. The Small Grants (SG) Program was designed in an effort to provide organizations an opportunity to implement innovative projects that are not a direct service priority.

F. FUNDING AND MATCH REQUIREMENTS

1. Federal Funding for the Request for Proposal - The Administering Agency for Developmental Disabilities (AADD) has budgeted \$50,000 in Federal funds for activities associated with this project. Accordingly, that amount is projected as the minimum to be made available for subgrant awards.
2. Matching Requirement - All applicants must provide financial support to the project in the form of a non-Federal "match". The match can be cash and/or in-kind by the grantee and/or a third party and must be documented in the budget section of the proposal. A 25% non-Federal match (one dollar for every three dollars in Federal funds) must be provided for this RFP. Applicant organizations are allowed and encouraged to provide more than the minimum match, however no applicant will be penalized for not doing so. The minimum matches for projects funded under the Small Grants (SG) Program are \$1,667.00 for a \$5,000.00 award or \$3,334.00 for a \$10,000.00 award.

G. PROJECT AUDIT REQUIREMENTS

All grantees are responsible for obtaining independent financial audits in accordance with the Single Audit Act of 1984 (OMB Circular A-128 in the case of government entities), or OMB Circular A-110 or A-133, as applicable. If the grantee is not required to have an organization-wide audit, the AADD may require an audit of the DD program grant (Project Audit). Project Audits must be submitted to the AADD no more than 90 days after the project termination date. Organizational audits must include a separate line item indicating the DD project by name, funds received and funds expended during the applicable fiscal year, and must be submitted immediately upon completion.

H. PROJECT ADVISORY COMMITTEE

Successful applicants will be required to recruit a Project Advisory Committee (PAC) to advise the grantee on all phases of project development and implementation, including the review of project materials and products. Grantee staff cannot be PAC members, although the project coordinator of the grant will represent the grantee at PAC meetings. The PAC should meet at least twice for a three month project, and at least three times for a six month project. The PAC must include a minimum of five members and be comprised of the following representatives:

- a) Persons with developmental disabilities;
- b) Family members of persons with developmental disabilities;
- c) Persons knowledgeable in the specific area of the proposed project activities; and
- d) At least one-fifth of the PAC membership must include persons from non-dominant cultural communities.

PAC meetings must be accessible, and all reasonable accommodations requested by members must be provided. AADD staff must be notified and receive agenda and materials to be distributed at the PAC meetings at least one week prior to each meeting. The MDDC reserves the right to assign a Council member to represent the MDDC on the grantee's Project Advisory Committee.

I. PRIORITY AREAS

Applicants must apply for funds under one of the following Priority Areas. The Priority Area number must appear on the Cover Page (Form #1) of the Application Packet.

PRIORITY AREA #1

FAMILY SUPPORT

Objective: To promote a mandate for an entitlement to high quality family support services...work toward state legislation...support families to articulate their needs and

desires...share information...and sponsor and monitor innovative quality services which enable families to support, empower, and train each other.

PRIORITY AREA #2

LIVING AND WORKING IN THE COMMUNITY

Objective: To increase the network of supports available to and directed by persons with (developmental) disabilities, to enable them to live, work, learn and play in their communities.

PRIORITY AREA #3

MULTI-CULTURAL OUTREACH

Objective: To empower people of color with (developmental) disabilities by supporting and collaborating with multi-cultural communities, continuing to support constituency involvement, and promoting sensitivity to issues of cultural diversity by human service providers.

PRIORITY AREA #4

PUBLIC POLICY

To promote individual and family supports for all people with developmental disabilities through policy research and analysis, (legislative) advocacy, and increased public awareness.

See Appendix C, 1994 MDDC State Plan Excerpts, for the specific objectives and activities for each of these Priority Areas.

J. AWARD CRITERIA

The AADD conducts an initial eligibility review of all proposals received. Those proposals determined to best meet the Priority Area requirements are then evaluated by an Independent Grants Review Committee. The following criteria are used by the Committee to review and evaluate the eligible proposals. Each criterion is assigned a score of 0-5, with 5 being the maximum point value. Each proposal is reviewed and evaluated independently, and no proposal is compared to any other proposal. Those proposals which receive the highest average point scores are recommended for funding. The AADD has the authority to make final decisions which reflect the need for geographic equity, variety of project activities and maximal impact of DD funds, pursuant to the scope of this RFP.

1. The extent of direct relationship between the proposed project and the Priority Area under which the application was submitted.
2. The demonstrated need for the project.
3. The potential impact of the project on individuals with developmental disabilities.

4. The appropriateness of the methodology presented by the applicant for achieving the goals and objectives of the project.
5. The creativeness or innovative approaches used to address the needs of the target population.
6. The extent to which the project expands beyond the applicant's "standard service population".
7. The timeliness and level of detail of the proposed work schedule.
8. The inclusion of potential performance measures in the Workplan.
9. The appropriateness of the budget with respect to the goals, objectives and methodologies proposed.
10. The reasonableness of individual cost items presented as components of the overall project budget.
11. The appropriateness of the proposed project staffing pattern and management capacity to implement project activities and guidelines, including fiscal and project monitoring, supervision, and reporting functions.
12. Experience of the applicant in programs and/or projects affecting persons with developmental disabilities, or in activities similar to those proposed in the application.
13. Experience and ability of the personnel projected to participate in the project.
14. The extent of consumer participation in the planning, implementation, and evaluation of the project.
15. The extent to which the project includes the participation of people from non-dominant cultural communities.
16. Overall presentation of the application.

K. BONUS POINTS

1. Small Organizations

Applications from community-based, private, nonprofit organizations with annual operating budgets under \$1 million (one million dollars) will be awarded an additional 10% of their total score as bonus points. To receive the bonus points, eligible applicants must submit a copy of the balance sheet from their most recent audit.

2. Minority Business Enterprises (MBE)

In accordance with Executive Order 237 and 801 CMR 11.00, the AADD awards bonus points to MBE organizations certified with the State Office of Minority and Women Business Assistance (SOMWBA). In general, an MBE is defined as a private organization which is owned or controlled by members of a minority group. Applicants must identify themselves as certified MBE organizations in the project narrative, and include a copy of the certification letter in the Project Related Addenda Section of the application.

Certified MBE organizations will be awarded an additional 10% of their total score as bonus points.

L. PREVIOUS DD PROGRAM GRANTEES

If a former grantee has had an unsatisfactory history implementing a DD grant within the past three years (e.g., non-compliance with the terms and conditions of grant award), points will be subtracted as follows:

- 5 points - Late submission of required materials, products, or reports;
- 10 points - Incomplete activities or products;
- 15 points - Misrepresentation of grant activities;
- 20 points - Failure to submit all required grant products to the AADD.

II. SMALL GRANTS APPLICATION INSTRUCTIONS

A. TIMELINES

The schedule of events leading to the selection of the grantee is as follows:

Availability of RFP	November 9, 1994
Letter of Intent Due	December 9, 1994
Final Proposal Submission Date	December 22, 1994
Projected Award Notifications	January 31, 1995
Projected Start Dates	March 1, 1995

Letters of Intent - Organizations intending to submit a proposal are asked to submit a letter of intent to the AADD Director by **December 9, 1994**. The letter will enable the AADD to notify prospective applicants of any revisions to the RFP material and/or procedures. The letter of intent will include the following information:

- (a) RFP identification number - # 94-6(B)(1) - SG
- (b) Name, address, phone and fax numbers of applicant organization; and
- (c) Name and phone number of individual responsible for developing the application.

B. REQUIRED PRODUCTS

The following products will be required of all applicants receiving funding under the Small Grants (SG) Program:

- 1) Quarterly fiscal and programmatic reports (three copies);
- 2) A final programmatic report (as part of final quarterly report) which describes the project's implementation and impact, including a summary of how to replicate the project (three copies);
- 3) One copy of any program materials developed with DD funds to implement the project (forms, flyers, agendas, etc.);
- 4) Eleven copies of all final products developed with DD funds (curricula, brochures, resource guides, videotapes, etc.); and
- 5) A financial audit of the DD grant as described in Section I,G above.

C. APPLICATION INSTRUCTIONS

1. Cover Page (Form #1)

Title of Project - Give the project a brief descriptive title which can be used for identification purposes.

RFP Number - #94-6(B)(1)

Name and Title of Project Director - List the full name and title of the individual responsible for project activities.

Name, Title, and Address of Financial Officer - List the name, title and address of the individual responsible for the receipt, accountability, and use of Developmental Disabilities project funds.

Type of Agency or Organization - Check the space which most accurately describes your organization.

Proposed Term of Project - Indicate the dates that the project will be initiated and completed. The project can begin on the first day of March, April, May or June 1995, however the term of the project cannot exceed six months.

Total Funding of Project - List the totals here as they appear in the "Budget Summary" (Form #3, Part 2).

Priority Area - Indicate the Priority Area Number Under which the application is being submitted.

Signature and Title of Responsible Officer - The application must be signed by an officer of the agency who is authorized to commit the agency or organization to the requirements of the application. In the case of a State agency, this will generally be the commissioner or his/her authorized designee. In signing the application, the applicant certifies its agreement with the Terms and Conditions indicated on the Cover Page.

2. Table of Contents

Construct a Table of Contents for the completed proposal, including page numbers, and include it here.

3. Project Narrative

The Project Narrative must address each area described below.

- a. Prepare a project abstract of no more than two (2) paragraphs. This abstract will succinctly state the main goal(s) of the project, identify the priority area(s) under which the project is subsumed, give a brief overview of the project to be implemented,

and describe the projected impact on persons with developmental disabilities.

- b. Provide an agency history and mission statement.
- c. Describe the services that your organization currently provides, including information on services or activities related to the proposed project.
- d. Describe the proposed methodology to be utilized to implement the project - Prepare a brief narrative, not more than five (5) pages in length, which includes the following:
 - (1) Overall goals and design of the project;
 - (2) Description of the methodology that will be used to implement the project;
 - (3) Description of the project's target population;
 - (4) Statement justifying the need for this project;
 - (5) Documentation of the potential impact on persons with developmental disabilities and their families (e.g., numbers served, demographic information, etc.);
 - (6) Assurances that the DD funds being requested are not being used to duplicate or supplant any Federal or State funding;
 - (7) Documentation that the project to be funded falls within at least one of the four (4) priority areas listed in Section I of this RFP;
 - (8) Description of the strategy that will be used select the Project Advisory Committee (see requirements in Section I,H above);
 - (9) Documentation of plans for continued funding/ongoing (post-project) activities; and
 - (10) Description of the plans for dissemination of project products.
- e. Provide a narrative description of the resources needed to implement the project including the functions of all project staff. Include information on the management structure of the project (supervision, reporting) and the organization's capacity to implement AADD administrative reporting requirements.
- f. Include the following items at the end of the Project Narrative:
 - 1) Job descriptions of project positions (including who will be

- responsible for writing and submitting quarterly reports);
- 2) Resumes of project staff;
 - 3) Applicant organization chart; and
 - 4) Project organization chart (including PAC) clearly showing relationship to Applicant Organization.

4. Workplan (Form #2)

The workplan is an integral part of the application that will dictate the course of the project. All grant related activities (PAC member recruitment, conducting meetings, writing quarterly reports) must be included in the workplan as it is the instrument used to measure the project's progress. Complete the workplan in the following format:

Objective - List each project objective.

Activities - The activities necessary to address each objective should be subdivided into separate, time specific activities. Successful completion of all scheduled activities should result in the successful completion of the objective. The first activity under any objective should be labeled "A", the second "B", etc.

After each activity's description, the projected start and end dates to implement that activity should be noted.

Tasks - Each activity should be subdivided into its component tasks. Each task should be time specific, and assigned to a staff person(s). The successful completion of all tasks under an activity should result in the successful completion of that activity. The first task under activity "A" should be numbered "1", the second "2", etc.

Staff/Days - For each task, include each staff member who will be working on the task and estimate the number of business days the employee will need to complete the task. Work days should be identified as follows: one day = 1.0; four hours = .50; one week = 5.0; etc.

Performance Measures - Performance measure are mathematical measures that reflect the success of project objectives. Types of performance measures include totals, percentages, minimums, maximums, averages, etc. The type of measure used will be determined by what is considered to be the best measure of success for each objective identified for the project. Identify potential performance measures for each objective identified in the workplan.

5. Budget (Form # 3)

a. Costs

Costs charged to the grant must be necessary and reasonable for proper and efficient administration of the grant program. Since DD funds are public money, activities must be implemented as frugally as possible. Refer to the attached "Costs" excerpt from the Conditions of Grant Award for more specific information on allowable costs. Costs which are "Not Allowable" may be charged to matching contributions from other sources, subject to any conditions imposed by those other sources.

b. Matching Funds

Matching contributions may also include third party "in kind" contributions such as a volunteer's efforts and donated supplies, equipment or space, provided their valuation is based upon procedures established under 45 CFR 74 and 45 CFR 92, as applicable and they are documented in the same fashion as project costs borne by Federal or non-Federal funds.

The matching contribution should be included in the appropriate budget category reflecting its use so that the budget reflects total project costs. In addition, the Budget Justification should document the applicant's other sources of support, including the status of various commitments from other sources (contribution on hand, promised, contingent on grant award, etc.).

c. Line by Line Instructions

The proposed budget (Form #3) must be completed according to the following instructions:

1. Personnel - Identify each position by title. Include the annual salary and the full time equivalent (FTE) to be dedicated to this specific project in the appropriate columns. Remember to prorate the salary for the X month project period.
2. Consultation, Professional Fees, and Volunteer Costs - Enter the area of consultation to be sought (e.g., Sign Language Interpreter, Statistical Consultant, subcontracted services) under "Nature of Expense". Calculate the total cost by multiplying the number of units (e.g., hours, days, sessions) by the rate of payment for that unit.
3. Travel - This item is for staff travel only. Any travel listed in this category must be for the purpose of supporting grant activities as described in the application.

NOTE: The maximum approved rate for private auto mileage is \$.28 per mile. This allowance covers gas, tolls and parking fees. If the applicant's current reimbursement rate is lower, the lower rate must be used.

4. Equipment - For the Small Grants Program, major equipment and furnishings, including computers, cannot be purchased. In addition, neither equipment nor furnishings used for ongoing program activities can be purchased with DD funds.
5. Supplies, Materials, and Publication Costs - List all supplies and materials that will be required to support the program during the project. List per page costs for each anticipated publication.
6. Furnishings - See Number 4 above.
7. Renovations - Not allowed for the Small Grants Program.
8. Space Occupancy Costs - Identify the space being used (office space, conference room, etc.). For office space, list the number of square feet and the cost per month under "Cost or Rate of Payment". Remember to calculate the total for the X month program period. Costs for renting rooms for conferences for seminars, workshops, etc. must be included here.
9. Other Direct Costs - List separately all other direct costs not already provided for that will be incurred during the project (e.g. telephone, postage, etc.).
10. Indirect Costs - Indirect costs are those costs which cannot be identified as separate unit costs and are incurred by the organization in the conduct of a number of projects and functions. The amount of indirect costs charged to DD funds cannot exceed ten percent (10%) of direct costs minus costs for equipment, space rental, subcontracted items, and renovations. If the applicant has an indirect cost rate approved by the Federal Department of Health and Human Services or other Federal or State agency, the amount above 10% must be attributed to matching funds.
11. Budget Summary - The "Total" line under each budget category listed in the previous section must be transcribed onto this summary page. The "Total" line on this form will then be a comprehensive summary of all costs associated with this project. These figures should be the same as those listed in the "Total Funding of Project" box on the cover page.

12. Itemization of Equipment and Furnishings (Form 3.3) -
If necessary, itemize all equipment and/or furnishings to be leased, rented, or purchased as part of this project.

6. Budget Justification

Attach a narrative explanation of all major budget categories and any significant expenses not explained in the project narrative. Justification must be provided for any line item which constitutes a significant portion (more than 5%) of the total project budget as well as those which have unit costs (hourly rates, purchase prices, etc.). The third party match should also be documented in this section.

The extent and type of detail and explanation in the budget justification will depend on the financial structure and particular needs of the project. The important consideration is that all components and items of the budget will be explained with sufficient clarity to permit a reasonable evaluation by the AADD Grants Review Committee.

Indirect Costs - Indicate if there is a current indirect cost rate approved by the Federal Department of Health and Human Services or another Federal or State agency, and attach the agreement. If there is no current indirect cost rate approved by the Federal government, specify the charges comprising the indirect costs.

7. Applicant Qualification Documents

Submit the following documents with the original application only:

- a) Information concerning the financial stability of the organization, including the most recent financial audit (or IRS Form 990 if no audit has been completed for the applicant organization). If the applicant has submitted UFRs to the Commonwealth for at least two years, the audit requirement is waived.
- b) Assurance Form #8 - Certificate of Legal Existence
(obtained from the Commonwealth's Secretary of State's Office)
- c) Assurance Form #9 - Financial Interest Disclosure
- d) Assurance Form #10 - Human Rights Assurances (see Appendix C)

Organizations receiving awards will be required to submit additional Assurance Forms (#4 - #7, #11 - #13) as a condition of grant award. These forms are not required with the initial

application.

8. Project Related Addenda - Optional

Submit any other documentation not accounted for elsewhere (MBE certification letter, agency brochure, letters of support, etc.).

9. RFP Application Checklist

Fill out the top section and attach it to the front of the original application only.

**IV. PROPOSAL SUBMISSION REQUIREMENTS, FUNDING
RESTRICTIONS AND OTHER CONDITIONS**

A. FORMAT AND SUBMISSION REQUIREMENTS

Proposals must be typed in standard-sized or large print and all pages must be 8 1/2" x 11". Applicants must submit one original with six (6) copies. Do not staple the original copy. Each copy of the proposal must be submitted as a single document, and all documentation submitted with the proposal must be included in the single volume, except that the audit, the Assurance Forms and the RFP Application Checklist (as applicable) should be included with the original application only. Do not submit proposals in binders or notebooks. The original and all copies must be sequentially paginated from the first page of the application to the last page, regardless of the individual components (including charts, assurances, attachments, financial audit, etc). If the applicant chooses to submit letters of support, they must be included in each copy of the application. Letters of support or any other documentation sent under separate cover to the AADD will not be reviewed or acknowledged.

The AADD has the right to reject any application that does not conform to this format and/or is incomplete.

Only one application per organization will be accepted. In the event multiple applications are received from one organization, only the first application received will be accepted.

B. DEADLINE FOR PROPOSALS

ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN 3 PM ON THURSDAY, DECEMBER 22, 1993. Applicants who mail their documents are advised to send them via an overnight courier to ensure that they are received by the deadline. **ANY APPLICATION THAT ARRIVES AFTER THE DEADLINE WILL BE UNCONDITIONALLY REFUSED. THERE WILL BE NO EXCEPTIONS.**

Submit completed applications to:

RFP # 94-6(B)(1)
Administering Agency for Developmental Disabilities
600 Washington Street, Room 670
Boston, Massachusetts 02111

C. FUNDING RESTRICTIONS

DD funded projects are subject to the following limitations:

1. Funds for DD projects must be used to address the needs of people with developmental disabilities, consistent with the MDDC 1994 State Plan.

2. DD funds cannot be used for existing client services or programs, or ongoing agency expenses.
3. DD funds cannot be used for direct client (or student) services.
4. DD funds cannot be used to duplicate or supplant existing State or Federally funded programs or services.
5. Publications, products, etc. must be reviewed and approved by the AADD, or its designee, prior to dissemination/publication.
6. Funding will be provided as established by the Notice of Grant Award (NGA). Final payment will be withheld pending receipt and AADD approval of all required documents and products as established by the NGA and this RFP.
7. The grantee will be required to submit quarterly and final fiscal and programmatic reports to the AADD by the dates indicated on the NGA, and in the manner delineated in the Instructions for Completing AADD Quarterly Reports.
8. FFY 1994 DD funds must be expended by September 30, 1996.

D. AWARD REQUIREMENTS

1. All applicants must be in compliance with all licensing and certification standards as required by Federal, State or local laws and any regulations or administrative orders which are applicable to the successful completion of the program requirements of this RFP.
2. All applicants must include the most recent audit of their organization with their proposals, or IRS Form #990 if no audit has been completed for the applicant organization, unless the applicant has pre-qualified under the criteria set forth in Section II, C, 7 of this RFP.
3. All applicants to the Small Grants Program (SG) must complete a human rights review to assure compliance with the requirements set forth in the RFP (see Appendix D).
4. By submitting a proposal, the applicant agrees that, if it is awarded DD grant funds, it will comply with the fiscal and administrative requirements imposed by 45 CFR 74 and 45 CFR 92 as applicable, the AADD's Conditions of Grant Award, the Commonwealth of Massachusetts' Standard Terms and Conditions contract, and all other appropriate State and Federal legislation, regulations, administrative procedures and guidelines.

E. OTHER CONDITIONS

1. Cost of Preparing Applications - Costs for developing applications are entirely the responsibility of the applicant and shall not be reimbursed in any manner by the State.
2. Clarification of Applications - The State reserves the right to request any necessary clarification of the applications without changing the terms of this RFP.
3. Acceptance of Applications - The acceptance of any application and subsequent award of DD funds by the AADD shall be dependent upon the appropriation, allocation, and availability of Federal funds, and subject to Federal and, if applicable, State approval.
4. Freedom of Information - All proposals received are subject to State regulations regarding Freedom of Information, Massachusetts General Laws, Chapter 4, Section 7, Subsection 26, and Chapter 66, Section 10.
5. Material Ownership - All material submitted becomes the property of the State and may be returned at the State's option. Selection or rejection of the application will not affect this right.

V. APPENDICES

- A. Definitions
- B. "Costs" Excerpt, AADD Conditions of Grant Award
- C. State Plan Excerpts, 1994 MDDC State Plan
- D. Human Rights Requirements
- E. Summary of Previous Small Grant and Small Support Grant Projects
- F. Small Grants Application and Assurance Forms